



OFFICE OF THE SELECT BOARD

30 Providence Road
Grafton, MA 01519
(508) 839-5335
SelectBoard@grafton-ma.gov
www.grafton-ma.gov

RECEIVED TOWN CLERK
G. GRAFTON, MA
2021 NOV -4 AM 11:07

**SELECT BOARD
Meeting Minutes
October 19, 2021**

A meeting was called to order at 7:00pm by Chairman, Peter Carlson. In attendance were: Chairman, Peter Carlson, Vice Chairman, Colleen Roy, Clerk, Mathew Often, Ray Mead, and Doreen DeFazio. Staff in attendance: Town Administrator, Evan Brassard and Management Analyst and Communication Specialist, William Blake.

The Board recited the Pledge of Allegiance.

ANNOUNCEMENTS

Mr. Carlson read announcements regarding the Grafton Public Library, the Small Stones Festival, a play being sponsored by the Grafton and Shrewsbury League of Women Voters and the Grafton Historical Society. He also read an announcement about Halloween.

PUBLIC COMMENTS

Lydia Bogar wanted to state her opinions are only hers and not on behalf of the Fire Chief Search Committee. She asked why the Select Board was only willing to consider one candidate. Mr. Carlson stated the Select Board discussed that issue at their meeting on the 14th. She stated the Fire Chief Search Committee will be meeting tomorrow and reviewing documents, approving meeting minutes, as well as the job description. Mr. Carlson stated the Select Board will be voting to dissolve the committee tonight. He understands the committee needs to hold one more meeting to approve meeting minutes. He stated the redrafting of the job description would be premature. Mr. Carlson clarified he will discuss his conversation with her with the entire Board at that point on the agenda.

There was no further public comment.

SCHEDULE

Public Hearing – National Grid Pole Petition

Select Board
October 19, 2021
Meeting Minutes

Mr. Often read the legal notice into the record.

Mr. Mead made a motion, seconded by Mr. Often the board vote to open the public hearing for the South Street Pole Petition for National Grid. Motion passed 5-0.

Kimberly Tavallaimola, from National Grid attended the meeting via zoom to discuss the pole petition submittal and answer questions from the public and Select Board. She stated they are relocating two poles on South Street and correcting aerial trespasses.

Mr. Carlson highlighted the memo from Paul Cournoyer. He read it into the record.

David Stephens, 34 South Street stated one of the poles will be moved in front of his house. He provided background information on electrical outages and why the poles are being located where they are.

There was no other public comment or questions. There were no questions from the Select Board.

Mr. Often made a motion, seconded by Ms. Roy the board vote to close the public hearing for the South Street Pole Petition. Motion passed 5-0

Mr. Often made a motion seconded by Ms. Roy the board vote to approve the Pole Petition as presented for South Street. Motion passed 5-0.

Drainage Easement for 130 George Hill Road

Mr. Brassard is requesting the Select Board delegate their signing authority to him regarding this drainage easement to ensure timely completion before winter. He reviewed the work that will be done.

A motion was made by Mr. Often and seconded by Ms. Roy the Board vote to authorize the Town Administrator to sign the drainage easement for 130 George Hill Road. Motion passed 5-0.

One Day Beer and Wine Licenses

Apple Tree Arts applied for two one day beer and wine licenses.

Mr. Often made a motion seconded by Ms. Roy the Board vote to grant a one-day beer and wine license to Apple Tree Arts on November 5, 2021 and November 20, 2021. Motion passed 5-0.

Renaud HVAC and Controls – Preventative Maintenance

Mr. Blake stated the contract is for preventative maintenance at multiple municipal buildings throughout town. Renaud has been the previous provider of this service. He added the town did go out to bid and this is a one year contract with the option for extensions.

Mr. Often made a motion seconded by Ms. Roy the Board vote to sign the contract with Renaud HVAC and Controls for preventative maintenance to HVAC systems at Grafton municipal buildings in an amount not to exceed \$35,590. Motion passed 5-0.

Road Stabilization and Capital Stabilization Accounts

Mr. Brassard stated the Town Assessor has taken a new position and will be leaving the office on November 5th. She requested this vote occur at this meeting to ensure she has the numbers and time she needs when preparing for the tax classification hearing on November 2nd.

Mr. Often stated the Board had discussed having the Assessor come to a meeting to discuss the possibility of increasing the amount placed into the stabilization accounts. He understands the situation will not allow for that now but would like for it to happen in the future.

A motion was made by Mr. Often and seconded by Mr. Mead the Board vote to instruct the Assessor to raise \$1.5 million for the Road Stabilization Account and \$800,000 for the Capital Stabilization Account. Motion passed 5-0.

RESIGNATIONS

Affordable Housing Trust

Mr. Often made a motion seconded by Mr. Mead the Board vote to accept the resignation of Elisabeth Haynes from the Affordable Housing Trust and to send her a letter of thanks. Motion passed 5-0.

Town Assessor

Mr. Often made a motion seconded by Mr. Mead the Board vote to accept the resignation of Mary Oliver as the Principal Town Assessor effective November 13, 2021 and to send her a letter of thanks. The Board thanked Ms. Oliver highlighting the great work she has done for the town. Motion passed 5-0.

APPOINTMENTS/TOWN ADMINISTRATOR

Children's Room Assistant - Grafton Public Library

Stacie Herbert attended via zoom. She provided the Select Board with information on her background highlighting her love of reading. Mr. Carlson highlighted her social media page and the work she has done with young readers.

Mr. Often made a motion seconded by Ms. DeFazio the Board vote to affirm the appointment of Stacie Herbert, as the Children's Room Assistant at the Grafton Public Library effective November 1, 2021. Motion passed 5-0.

NEW BUSINESS

Vote to Disband Fire Chief Search Committee

Mr. Carlson stated based on their meeting Thursday the Select Board had decided to disband the Fire Chief Search Committee. He stated based on a conversation he had with Ms. Bogar the Chairman of that committee there is some work the Committee must do around filing of minutes. He has asked the Select Board grant an extension to the committee. Mr. Often recommended the end of the month.

Ms. DeFazio stated the clean up of meeting minutes is all that needs to be done. She stated all the work that needs to be done could be accomplished at tomorrow's posted meeting.

Mr. Mead is not in favor of disbanding the committee. He stated they are an experienced committee and he does not agree with disbanding it. Ms. DeFazio reiterated the charge for this committee is complete. She stated the Select Board needs to have discussions around what needs to be done and what direction needs to be taken. Mr. Mead believes this committee can handle that work.

Mr. Carlson stated the charge for the Fire Chief Search Committee was to provide finalists, not a Fire Chief. The identification of a Fire Chief is on the Select Board. Mr. Mead stated the Select Board does not have a decision on how to move forward and therefore they should maintain the Fire Search Committee. If they determine it is not needed then the committee should be disbanded.

Ms. Roy stated she believes they will need a Fire Search Committee and that they will need a new Search Committee.

Mr. Mead made a motion the Select Board not disband the Fire Chief Search Committee. There was no second to the motion. Mr. Carlson stated he would entertain another motion.

Mr. Often made a motion seconded by Ms. DeFazio the Fire Chief Search Committee be disbanded on October 29, 2021. Mr. Often stated in his reading of the charge he believes the committee has concluded the charge. Mr. Mead stated the Board does not have a plan and he stated that is why he is not in agreement with disbanding the

committee. Ms. DeFazio stated the do have a plan and that includes taking a step back, talking with command staff and holding discussions to identify how to move forward. She stated there is much value in what the committee did and information that will be used moving forward. Mr. Mead stated the Board will be meeting with the Officers, not the Command Staff.

Ms. DeFazio asked Mr. Mead how he envisions using the committee going forward. He stated without a plan for how to move forward, the Board may regret having disbanded them. Ms. Roy stated a plan is coming together and part of that plan is to disband this committee to make space for another committee.

The Board discussed concerns they have in not disbanding the committee. Ms. Roy stated this keeps the Committee from moving forward with things like tweaking the job description without direction from the Board.

Motion passed 4-1.

SELECT BOARD REPORTS

There were no Select Board member reports.

TOWN ADMINISTRATOR REPORT

Mr. Brassard stated he would like for the Board to begin doing proclamations for residents who have done outstanding things. A day would be named after the resident. This allows the Board to bring Grafton residents before them and highlight the things they have done. The first one will be November 2nd. Residents can also make recommendations. The Board liked the idea and agreed to move forward with it.

Staff shirts were handed out today and were well received.

He stated Town meeting went well. He provided information on the technical issue that prevented town meeting from being shown live. He thanked the Moderator for her work. Overall, he felt the meeting went well with a turn out of just over 200 attendees. They will begin work on how to use the clickers going forward.

Certificate of Occupancy for the library was received and they are awaiting on a few more items to be shipped. Most of the IT issues have been resolved. There is no date yet for the grand opening.

Interviews will be held for the various open positions of Treasurer/Collector, Assessor, AHT/Finance Committee Administrator and Fire Department Office Manager.

Mr. Brassard stated the earmark from the state of \$1.2 million does not actually exist. The earmark is an authorization to fund but does not guarantee funding. The town will

Select Board
October 19, 2021
Meeting Minutes

need to get their projects on the Governor's list. Mr. Brassard reviewed with the Select Board how the earmark process works and how this will effect the funding for the work on George Hill Road.

CORRESPONDENCE

Mr. Carlson reviewed the correspondence in the packet and asked if there were any questions or comments from the Select Board. Mr. Brassard answered the questions regarding the Resinate email from the gmail account. He stated this is a prospective deal and the individual attended a Development Team Meeting.

DISCUSSION

Review of Annual Music License Application

Mr. Carlson stated this item is on the agenda to open the discussion about the current music licenses. Mr. Brassard stated the music and entertainment license should be pulled out from the current license form and be on a stand alone form in order to capture information needed for the issuance of these.

Currently, the Board is asked to issue a one day music license, but there is not a one day music license. He discussed the need to separate out one day from annual and there should be a different fee. He reviewed thoughts on what needs to be captured and considered around indoor versus outdoor.

Ms. Roy stated it is important to make certain all licenses were issued for the same time. Mr. Brassard stated it would be good to have a standard form and all language on the license will be reviewed to determine what can and cannot be changed.

Mr. Often stated other towns outdoor music licenses have information regarding enforcement. He would like for the Board to consider adding language like that to the new licenses. Ms. Roy stated the current one states the license can be revoked.

Mr. Carlson asked if this should be on the agenda for November 2nd. Mr. Brassard agreed. The Board will discuss what an indoor versus an outdoor license will look like. All of this will be on one form, with the applicant checking off what they are applying for.

Follow-up Discussion - Fire Department Command Meeting Topics

Mr. Carlson stated this is a follow up to the meeting on Thursday. He would like for the Select Board to discuss what topics they want to bring up with the captains. The meeting will most likely be November 9th. This will be a workshop meeting.

Mr. Often stated he would like for the meeting to focus on the idea of having an interim Fire Chief. He feels the Board needs to hear from them about their needs and how

things are currently working. Ms. DeFazio stated her number one concern during this transition period is public safety and the second is the fire department and their thoughts. She emphasized the Fire Department will know the best short-term plan. Mr. Often stated the importance of collaborating with the fire department on the interim plan.

Ms. Roy stated she sees three options for the interim path: an outside candidate as an interim, have the Captains do a hybrid approach, ask the Chief to file an extension with the state.

She would like for the Select Board to identify which interim path they would like to follow before the November 9th meeting. Ms. DeFazio stated she would like to hear from the department if there is an internal candidate they would recommend.

Ms. Roy stated Chief Gauthier has agreed to stay longer and he can file for an extension with the state that can last up to a year. She is concerned about the idea of having an internal candidate serve as interim chief, specifically how would that person then step back down when the new Chief arrives. Ms. DeFazio stated she agrees but feels this should be discussed with the department.

Mr. Carlson wants to talk with the Fire Department before any decisions are made, before he formulates his final opinion. Ms. DeFazio stated if the decision were being made just amongst the Board, her choice would be an outside interim Chief.

Mr. Carlson stated he will compile his notes and provide the information to the Fire Department.

MEETING MINUTES

October 5, 2021 and October 12, 2021

Mr. Often made a motion seconded by Ms. DeFazio the Board vote to accept the meeting minutes of October 5 and October 12, 2021 as presented. Motion passed 5-0.

Mr. Often made a motion, seconded by Ms. DeFazio to adjourn the meeting at 8:13pm. Motion passed 5-0.

Respectfully submitted,
Joann Duncan
Assistant to the Select Board

A video of the entire meeting can be viewed at:
<https://www.youtube.com/watch?v=lzh5e34NOe0>

Select Board
October 19, 2021
Meeting Minutes